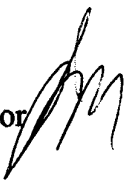


COUNTY OF YORK

MEMORANDUM

DATE: July 25, 2003 (BOS Work Session 8/12/03)

TO: York County Board of Supervisors

FROM: James O. McReynolds, County Administrator 

SUBJECT: Board Policies Review

Through the adoption of Resolution R94-200 on October 20, 1994, the Board of Supervisors approved the York County Board Policies Manual. Board Policy BP94-01, as set forth in the Manual, establishes an annual review cycle for the Board Policies and any proposed revisions.

In accordance with the referenced policy, the staff and I have completed another review of the Board Policies and have noted only one policy where amendments are recommended. Accordingly, my recommendations for amendments to Board Policy BP94-08 – Recreational Fees and Charges are shown in the attached mark-up and can be summarized as follows:

- *Section 7* - Delete reference to New Quarter Park since it is covered separately (including fees) in Board Policy BP00-17.
- *Section 8b.* - Increase fees for adult volleyball to cover increased cost for officials.
- *Section 8e.* - The fees associated with many of the classes offered by the Parks and Recreation Division vary widely from \$5/participant to \$50/participant. The \$10 add-on fee, which is intended to cover general program administration and publicity, is excessive for the lower cost classes. The proposed revision provides for a percentage-based add-on fee to cover general program administration costs for classes.
- *Section 8m.* - A separate skate rental fee for renting roller blades is proposed. Regular admission to Skate, Rattle and Roll includes use of 4-wheeled roller skates. Roller blades are more expensive to purchase and replace; therefore, an additional charge to ensure that the skates can be maintained in good condition and adequate supply is proposed.
- *Section 8q.* - The references to the mobile stage need to be deleted since the stage is no longer in a condition to be transported outside the County on a rental basis. (The stage is 34 years old and needs to be replaced.)

- *Section 8r.* - Through a cooperative agreement with the School Division, elementary and middle school gyms are now available for group rental; the fee will cover the costs of supervision.
- *Section 8s.* - The fees proposed are consistent with the rental charges for similar facilities at parks in other local jurisdictions. Fees cover routine clean-up and upkeep on the shelters and the privilege of the exclusive use of the facility by the group that placed the reservation.

The staff also uses this annual process to also review the Administrative Directives. Often, changes in Board Policies will necessitate an adjustment in an Administrative Directive. Therefore, once the Board has reviewed and adopted any changes to the Board Policies the staff will finalize its review of the Directives and I will consider and approve any necessary amendments. Once this has occurred, a copy of all amended and/or new Administrative Directives will be forwarded to the Board for your information and for inclusion in the Policy Notebook.

This material is scheduled for discussion at the Board's August 12, 2003 work session. Please let me know if you have any questions or concerns in the meantime about any of the revisions proposed.

Carter/3337:jmc

Attachments

BOARD POLICY	
SUBJECT	Recreational Fees and Charges
POLICY NUMBER	BP94-08
ORIGINAL EFFECTIVE DATE	October 20, 1994 (R94-200)
REVISION DATE	September 17, 2002 (R02-170)
HISTORICAL REFERENCE	R92-152 (October 1, 1992); R94-177 (August 4, 1994); R94-200 (October 20, 1994); R96-186 (August 7, 1996); R97-165 (July 16, 1997); R98-183 (October 7, 1998); R00-137 (September 5, 2000)

Purpose: To assess fees and charges for parks and recreational services.

Procedure:

1. Fees and charges will be reviewed and, if necessary, revised on an annual basis.
2. Fees for the fall/spring youth soccer leagues, the youth basketball league, and the "Summer Fun" and "Special Recreation Camp" programs will be waived for any child whose family income falls within the Federal Food Stamp eligibility limits applicable to York County. Proof of such eligibility is required at the time of registration. Fees shall not be waived for any self-supporting/contractual programs such as sports camps, instructional classes, senior citizen trips, or the like.
3. In addition, recreation program and facility fees will be waived under the following circumstances:
 - a. when services are provided pursuant to agreements between public agencies that stipulate that fees are to be waived for said services;
 - b. when fee waivers for employees have been designated a benefit of County employment; or
 - c. other circumstances approved by the County Administrator.
4. Deposits for facility use can be waived for County employees or under other circumstances as approved by the Parks and Recreation Manager or a designee.
5. York County requires monetary deposits for the use of selected facilities and the allowance of certain privileges. These deposits are 100% refundable if conditions for facility use outlined by the County are satisfactorily met.
 - a. Key Deposit. Selected facilities that have restricted or controlled access require a deposit to obtain a key. The deposit is assessed to encourage responsibility for the key and the facility while in the patron's possession and return of the key when use of the facility is completed.
 - b. Reservation Deposit. The purpose of this deposit is to encourage facility users to be committed to their reservation date and to be responsible in the use of the facility.
 - c. Refunds for Deposits. The County may refuse to authorize a refund for any key and/or reservation deposit under the following conditions:
 - 1) the key is lost;
 - 2) the facility user fails to properly clean up the facility after use; or

- 3) the facility incurred unnecessary damage as a result of said use.
6. The user of any facility will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use.
7. The type and amount of deposits charged for certain facilities are:

FACILITY	KEY DEPOSIT	RESERVATION DEPOSIT
Charles E. Brown Park Restroom Facility	\$75	N/A
New Quarter Park	\$75	\$25
School / Park Sites (Ball Field Lights/Field Gates)	\$75	N/A

8. **Fees and Charges.** The following fees are hereby established. There shall be a \$5.00 processing charge for the refund of any fee paid in accordance with the following schedule:

a. Adult Basketball	\$360 per team
aa. Adult Softball	Fall League - \$275 per team Spring/Summer League - \$360 per team
b. Adult Volleyball	\$160 175 per team
c. Youth Team Sports	\$30 for the first child; \$25 for each additional child
d. Instructional Programs	Fees shall be set so as to pay all direct costs
e. Contractual Classes and Sports Camps	<u>Camps:</u> Fees shall be set so as to pay all direct costs, plus \$10 per participant for general program administration costs. <u>Classes:</u> Fees shall be set so as to pay all direct costs, plus either an additional percentage of class revenue, not to exceed 10%, or an additional amount per participant, not to exceed \$10, for general program administration.
f. Special Recreation Camp Summer Fun Program	\$60 per participant \$60 per participant – lower County sites \$75 per participant – upper County sites
g. Senior Citizens' Trips	Fees shall be set so as to pay all direct costs
h. Senior Citizens' Activities	Fees shall be set so as to pay all direct costs
i. Tennis Leagues	\$3 per match for daytime league \$4.25 per match for evening league
j. Tennis Court Rental <u>at Back Creek Park</u>	\$2/hr before 5:00 p.m. at Back Creek Park \$4/hr after 5:00 p.m.
k. Tennis Tournaments	\$16 per Adult Singles Entry \$22 per Adult Doubles Team Entry \$8 per Junior Singles Entry \$8 per Junior Doubles Team Entry
l. Concession Items	Fees shall be set so as to pay all direct costs

m. Roller Skating	\$4 per participant per regular session; <u>\$2 additional fee to rent roller blades; group activities; special events and birthday party prices shall, at a minimum, be set so as to pay all direct costs</u>
n. Open Gym and Summer Teen Evening Programs	General Admission for York County residents is free. Non-residents will be charged a fee of \$2. However, fees charged for special programs/activities shall be set so as to pay all direct costs.
o. Teen Trips	Fees shall be set so as to pay all direct costs
p. Special Events/Programs	Fees shall be set so as to pay all direct costs
q. Mobile Stage Rental and towing	\$300 — York County Non-Profit Organizations \$400 — York County Commercial Organizations \$400 — Non-Profit Organizations Outside York County \$600 — Commercial Organizations Outside York County In addition to the basic rental fees, organizations shall be responsible for reimbursing the County for the time and equipment costs incurred by the County in the delivery, set-up, take-down and retrieval of the mobile stage to and from the site of use.
qp. Yorktown Pier Docking Fee	\$1 per foot per twenty-four (24) hours or portion thereof; an additional 24-hour fee shall be charged after a 12-hour grace period to accommodate weather and tidal conditions
r. <u>Elementary / Middle School Gymnasium Rental</u>	<u>\$20 per hour; Two (2) hour minimum.</u>
s. <u>New Quarter Park Shelter Reservation</u>	<u>Large Shelter: \$50 for full day; \$30 for half day*</u> <u>Medium Shelter: \$25 for full day; \$15 for half day*</u> <u>* (half day rates/times: 8 am to 3 pm; 3 pm to dusk)</u>